



# Public Comment for Electronic Meetings

Procedure and Guidelines | May 13, 2020

## Remote Public Comment Available

Due to meeting restrictions and safety precautions during the COVID-19 pandemic, the Utah State Legislature is temporarily holding all meetings electronically, and therefore, public comment will be taken remotely. To provide the smoothest online service and ensure cyber security, the following guidelines apply to all wishing to provide comments.

If you have any questions or concerns regarding this process, please call the Office of Legislative Research and General Counsel at 801-538-1032.

## Procedure

- Once a committee's meeting agenda is posted to the committee's webpage<sup>1</sup>, a link will be activated under the meeting details that allows you to request to provide remote comment.
- You must fill out and submit the request form to be eligible to provide remote comment.**
- You may request to speak to one or multiple agenda items but must identify the agenda items to which you are interested in providing comment.
- The remote public comment registration will close **12 hours before the meeting** is scheduled to begin.
- Approximately **30 minutes before the meeting** is scheduled to begin, **you will receive a link** to enter a Webex<sup>2</sup> meeting in your email.
- After clicking on the link to the Webex meeting, you will be ushered into a virtual "lobby" where you will wait for your turn to speak. **You will not be able to hear the meeting from this position.** We recommend that you listen to the meeting's live audio stream from the [Legislature's website](https://le.utah.gov) in a separate browser tab to follow along as the meeting progresses.
- When the chair authorizes public comment, individuals waiting in the lobby will be admitted into the meeting and allowed to speak to the committee. When it is your turn to speak, if you have the meeting streaming, **please remember to pause the meeting's live audio stream to avoid unnecessary audio interference.**
- Once you have provided your comment, and if you have signed up for multiple agenda items, you will again be moved to the "lobby" to await your next

opportunity to speak. If you have registered to speak to only one agenda item, you will be expelled from the meeting. At this point, you are welcome to turn back on your live audio stream from the [Legislature's website](https://le.utah.gov).

## Guidelines

- These electronic meetings are subject to the Open and Public Meetings Act. **All proceedings will be recorded and shared publicly.**
- When entering the Webex meeting, be sure that you **use the same first and last name** used on the registration form. For cyber security purposes, if the name on the Webex meeting does not match the registration name, you will not be admitted into the meeting.
- The Webex meeting link you receive should not be shared with any other person. Participant duplicates will result in none of those participants being allowed to provide remote comment.
- There is a lag of at least 10 seconds between the Legislature's live audio stream and the Webex meeting.** When in the lobby, please be patient in waiting for your turn to speak and promptly pause any other streaming on your computer to avoid audio interference when admitted into the meeting.
- Per legislative rule JR7-1-302, committee Chairs are to preserve order in a committee meeting, including electronic meetings. Disruptive behavior in any electronic meeting will not be tolerated. If you are found to be a disruptive participant, you will be expelled from the meeting and not permitted to re-enter that meeting.
- Please be advised: time allocated for public comment is based upon total committee meeting time constraints and is also at the Chairs' discretion. **Submitting a request form does not guarantee that you will be able to provide remote comment during the electronic meeting.**

<sup>1</sup> Visit the Legislature's website at <https://le.utah.gov> to access a committee's webpage.

<sup>2</sup> Webex is the web-based tool the Legislature is using to facilitate electronic meetings. A Webex meeting is an online meeting that

allows you to meet virtually without attending in-person. Webex meetings require a computer or phone with internet access.